

PART I - THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

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SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, all correspondence, reports and other documents submitted under this contract shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the Department of Energy (DOE) Contracting Officer's Representative (COR) with an information copy to the Contracting Officer (CO). Technical correspondence pertains to issues relating to work effort of the contract (i.e. requests interpretation of contractual requirements for performance) or requests approval of reports, drawings or other work products.
- (b) Patents/Technical Data Correspondence. The Chicago Operations Office, acting through the Intellectual Property Law Division of the Office of Assistant Manager for Legal Support/Chief Counsel, DOE, 9800 South Cass Avenue, Argonne, Illinois, 60439, is hereby designated to represent the CO in administering the Patent Clauses in this contract. Correspondence concerning patent and technical data issues shall be addressed to the Chicago Operations Office with a copy to the Environmental Management Consolidated Business Center (EMCBC) Chief Counsel's Office, the CO and the COR.
- (c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the CO, with information copies of the correspondence to the COR.
- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:

"SUBJECT: CONTRACT NO. DE-AC30-06CC30000"
(Insert subject topic after contract number, e.g., "Request for Subcontract Consent").
- (e) Electronic Media for Reports/Plans/Documents. All required reports, plans, and other documents will continue to be submitted to DOE in hard copy, but shall also be available electronically upon

request by the DOE CO or the DOE COR. The Contractor will prepare the requested reports and documents via site standard software and provide a copy on diskette or Compact Disk (CD-R, CD-RW) as required by the size of the document. The data shall be in a format that will allow conversion to Portable Document Format (PDF) or Hyper Text Markup Language (HTML) for potential posting on the Internet, Intranet, or in an electronic library. If other software is used, the documents shall be scanned and then provided on diskette or Compact Disk. Electronic data shall be available within five days of the DOE request.

G.2 CONTRACT ADMINISTRATION

The correspondence address of the DOE Contracting Officer is:

U.S. Department of Energy
West Valley Demonstration Project
Attn: Contracting Officer
10282 Rock Springs Road
West Valley, NY 14171-9799

The CO will designate in writing the name and correspondence address of the COR who is the only individual (outside of the Contracting Officer) that may give technical direction in accordance with the Section H clause entitled DEAR 952.242-70, "Technical Direction." Future revisions of the CO or the address may be accomplished by written notification from the CO to the Contractor, without a formal contract modification.

G.3 DOE CONTRACTING OFFICER'S REPRESENTATIVE

The Contractor shall use the COR as the primary point of contact on technical correspondence (see the Correspondence Procedures clause, above, for definition), subject to the restrictions of Section H, DEAR 952.242-70, "Technical Direction."

G.4 MONTHLY BILLING OF NEW YORK STATE

The Contractor is required to track, monitor and account for all costs incurred on behalf of executing the WVDP, including costs associated with other contracts executed by DOE. The Contractor will prepare a monthly invoice on behalf of the DOE to recover 10% of the costs incurred during execution of the WVDP. The Contractor is responsible for monitoring the invoice until such time that the payment is received.